



WORKING ALONE OR IN ISOLATION GUIDELINES

PURPOSE

These guidelines support the *Health and Safety Policy* and *Health and Safety Management Standards* and provide guidelines relating to health, safety and emergency management (HSEM) when working alone or in isolation.

DEFINITIONS

HSEM	Health, Safety and Emergency Management.
Remote	A place separated by time or distance from essential emergency and required services such that the location presents a significant increase in risk.
Working alone or in isolation	<p>when a person is working on their own; when they cannot be seen or heard by another person; and when they cannot expect a visit from another worker, supervisor or member of the public for some time.</p> <p>This can include, but not limited to, working alone:</p> <ul style="list-style-type: none">(i) regularly in an office, laboratory, studio or workshop outside of normal business hours or when everyone else has gone home;(ii) on a farm, in a field or paddock;(iii) in situations where they are called out at night; or, in bush land or other obviously remote locations, etc.

PROCEDURES

1) Risk Assessment

All work performed alone or in isolation must be assessed for risk and be approved by a manager or supervisor.

2) Communication

All persons approved to work alone or in isolation must ensure that reliable means of communication are maintained at all times.

3) Travel Plans

An itinerary must be submitted to managers and supervisors for all work conducted alone or in isolation:

- in remote or isolated locations;
- involving travel:
 - outside the metropolitan area;
 - interstate; or
 - overseas.

4) Emergency Response

Appropriate emergency procedures must be established for all work performed alone or in isolation.



5) Minimum requirements for managers, staff and others

Minimum Requirements	Managers and Supervisors	Staff, Students and Others
<p>All work performed alone or in isolation must be assessed for risk and be approved by a manager or supervisor.</p>	<ul style="list-style-type: none"> ▪ Review the risk assessment submitted and: <ul style="list-style-type: none"> ○ where you are <u>satisfied</u> that the employee or student is suitably qualified, trained and has adequately identified and controlled the risks associated with conducting the work alone or in isolation, approve commencement of the work ○ where you are <u>not satisfied</u> that the employee or student is suitably qualified, trained and has adequately identified and controlled the risks associated with conducting the work alone or in isolation, request the employee or student to re-submit their proposal/risk assessment or impose specific conditions of approval. ▪ Note: The approval should preferably be in writing and as a minimum, provide a brief description of the work to be undertaken, its location(s) and the times for which approval is granted. It should also include any specific conditions under which approval is granted. ▪ Further details and guidance on the identification, assessment and control of risk can be obtained on the HSEM Website or by contacting HSEM on (08) 9266 4900 	<ul style="list-style-type: none"> ▪ Complete a risk assessment of the proposed work to be undertaken alone or isolation and submit it to your supervisor or manager for approval prior to commencement. Approval of a generic risk assessment for activities conducted alone or in isolation can be sought: <ul style="list-style-type: none"> ○ when the same activity is repeated over time or in different locations and provided that the assessment undertaken remains entirely applicable in each circumstance; ○ for activities conducted 'on-call' where it is not practicable to ascertain approval immediately prior to commencement. The assessment should, as far as is practicable, consider all potential activities and risks associated with being 'on-call'. ▪ Employees and students are responsible for taking all reasonably practicable steps to ensure their own safety when working alone or in isolation. ▪ Further details and guidance on the identification, assessment and control of risk can be obtained on the HSEM Website or by contacting HSEM on (08) 9266 4900
<p>All persons approved to work alone or in isolation must ensure that reliable means of communication are maintained at all times.</p>	<ul style="list-style-type: none"> ▪ Review the communication strategy and procedures to ensure they are adequate prior to approving working alone or in isolation. 	<ul style="list-style-type: none"> ▪ Ensure that a reliable person is aware of your commencement and safe completion of the work or as otherwise required by the risk assessment undertaken. ▪ Where fieldwork is to be undertaken in remote or isolated locations, establish a schedule for regular contact



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		<p>with the University or other reliable person(s) and procedures for action to be taken when contact is not made in accordance with the schedule. This must be recorded on the proposal/risk assessment and/or on the approval granted by the supervisor or manager.</p> <ul style="list-style-type: none"> ▪ A reliable means of communication must be established and maintained for the duration of the work and may include land or mobile phones, radio communication systems, satellite communication systems, and/or emergency location beacons. The means of communication will be determined by the risks associated with the work to be undertaken and the availability and functionality of the systems themselves.
<p>An itinerary must be submitted to managers and supervisors for all work conducted alone or in isolation:</p> <ul style="list-style-type: none"> ▪ in remote or isolated locations; ▪ involving travel: <ul style="list-style-type: none"> ▪ outside of the metropolitan area ▪ interstate; or ▪ overseas 	<ul style="list-style-type: none"> ▪ Review the risk assessment to ensure a complete itinerary is provided where required by this standard or the risk assessment itself. 	<ul style="list-style-type: none"> ▪ Ensure a complete itinerary is included in the risk assessment as required by this standard or the risk assessment itself.
<p>Appropriate emergency procedures must be established for all work performed alone or in isolation.</p>	<ul style="list-style-type: none"> ▪ Review the risk assessment to ensure that adequate emergency response procedures are in place ▪ Further details and guidance on the identification, assessment and control of risk can be obtained on the HSEM Website or by contacting HSEM on (08) 9266 4900 	<ul style="list-style-type: none"> ▪ Review the University's Emergency Response Procedures and establish any additional measures required to ensure you are able to respond or be assisted in any reasonably foreseeable emergency situation and include in the risk assessment ▪ Further details and guidance on the identification, assessment and control of risk can be obtained on the HSEM Website or by contacting



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		HSEM on (08) 9266 4900 <ul style="list-style-type: none"> In the event of an emergency, initiate the University Emergency Response Procedures.

EXEMPTIONS

Nil

RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

http://www.commerce.wa.gov.au/sites/default/files/atoms/files/working_alone.pdf

[Fieldwork Safety Guidelines](#)

CONTACT DETAILS

Contact	Health, Safety and Emergency Management Ph: (08) 9266 4900 healthandsafety@curtin.edu.au
Approval Authority	Director, Health, Safety and Emergency Management

REVISION HISTORY

Revision #	Date	Amendment Description
1	24/04/2007	Rescinded - Director Corporate Risk and Edusafe
2	08/05/2012	Approved – Director Health and Safety
3	08/05/2012	Minor amendments to format
4	12/09/2016	Administrative updates approved by Dir HSEM
4.1	08/02/2017	Addition of H&S Management Standards to Purpose and Relevant Documents sections